

Setting Up an AKO Email Account



1

Start your Web Browser and connect to the AKO web page: **http:www.us.army.mil**.

Click the **I'm a New User** link to obtain an AKO email account.

Army Portal Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <https://ako2.us.army.mil/reg/> Go Links

ako
The Army Portal

Army Portal Registration

Full Account - Click Next

- Army
- Army Retired
- Medical Retired
- National Guard
- Reserves
- DA Civilian
- NAF Civilian

Next

Guest Accounts - Click Next

- Medical Discharged
- Local National Employee
- DoD Civilian
- Army Volunteers
- Contractor
- DA Civilian, Retired
- Family Member of full AKO Member
- Foreign Officers (attached to U.S. Army)
- Cadets (collegiate level)
- US Air Force

Next

Done Start Inbox ... Army... Micros... Untitle... 2:38 PM

2

Choose your **AKO affiliation** from the list choices and click the **Next** button to the right of that list.

Army Portal Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <https://ako2.us.army.mil/reg/full.cgi> Go Links

ako
The Army Portal

Army Portal Registration

Identification

Social Security Number Enter your SSN. This is only used to identify you in the Army Database

Date Of Birth Select Month , Enter your Date Of Birth. For Year, please enter all 4 digits.

Pay Entry Base Date Select Month , Enter your Pay Entry Base Date. For Year, enter all 4 digits. DA Civilians and NAF Civilians, Enter your Date of Birth again.

<< Back Next >>

Note: Too many erroneous attempts to register will cause the system to lock you out. If you are having difficulty registering please call the AKO helpdesk at (877) 256-8737.

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3

If you qualify for a **Full Account** you will need to fill in Identification information to register. This information will be matched against a database to verify your affiliation. Fill in the required information and click **Next** to continue. Once your information is verified you will continue to step 4.

2

Army Portal Registration

Guest Account

Army Sponsor *
Email Address

ray.gannaway@us.arn

Enter the AKO Email address of your Army Sponsor. It must be an "@us.army.mil" address.

Account Information

Account Type *

Contractors

Choose the category that best describes you. Note:

- Accounts for **Cadets** are only available to collegiate cadets.
- Accounts for **Foreign Officers** are only available to officers attached to the U.S. Army.

Salutation *

Mr.

(e.g.) Mr., Mrs., Rank Abbreviation, Dr., etc.

First Name *

Charles

Your user name will be automatically generated from the names you enter. For Example:

Middle Name

Last Name *

Baker

- First.Last
- First.MI.Last
- First.Middle.Last
- Nickname.Last
- First.Last(Suffix)

Nick Name

Name Suffix

Select One

(Jr, Sr, III, etc.)

Optional

Foreign Officer ID

Only for Foreign Officers. Given by Army Liason.

Email Address

Enter your current email address and re-enter to confirm. This address is used to

Confirm Email Address

contact you if your account status is changed.

<< Back Next >>

4

The **Army Portal Registration** page will appear. The * denotes required fields. *You must have the AKO Email Address of your Army Sponsor.* Your Sponsor will approve your AKO Account Registration. Once all information is complete, click the **Next** button to continue.

3



Army Portal Registration

Account Information



User Name *

charles.baker3

Select your User Name. You will enter this name to log in to the Portal, and your Email address will be username@us.army.mil.



Password *

Your password has these restrictions:

- It must be at least 8 characters
- It must contain at least 1 letter
- It must contain at least 2 numbers/special characters
- It IS case sensitive



Confirm *
Password

<< Back

Finish

* Denotes Required Field

5

The **Account Information** window will appear. A **User Name** will be provided for you. Highlight this name by clicking on it. Enter a password of your choice. Pay close attention to the listed password restrictions. Re-type the password to confirm. Click the **Finish** button.



Army Portal Registration

Your account is pending approval

Your AKO Account has been created and is pending approval from your AKO sponsor

An email has been sent to your sponsor. You will receive an email from your sponsor when he/she has approved or rejected your request for an account.

Click the AKO Logo above to return to your homepage.

6

Your AKO account has now been created. Your account is pending approval from your AKO sponsor. Click the **AKO Logo** to return to the your homepage.

